



Initial Planning Conference (IPC)

Northern Alliance 2011

20 Jan 2011

Northern  Alliance 2011

Welcome and Introductions

- **Admin notices**
- **Restrooms**
- **Breaks**
- **Snacks**
- **Timeline**

Agenda

- Welcome and Introductions
- Today's Goals
- Exercise Overview
- Exercise Participants
- Divisional Breakdown
- Exercise Design
- Exercise Objectives
- Scenario Elements and Venue
- Documentation (HSEEP toolbox website) (IM Website)
- Evaluation
- Support Requirements
- Action Items
- Next Steps/ Next meeting

Today's Goals

- Review exercise program
- Propose and discuss design objectives
- Select scenario venue and variables
- Discuss exercise process, structure, participation, and documentation
- Discuss support requirements

Exercise Overview

The exercise is a functional based exercise that is driven by event based scenarios in multiple jurisdictions.

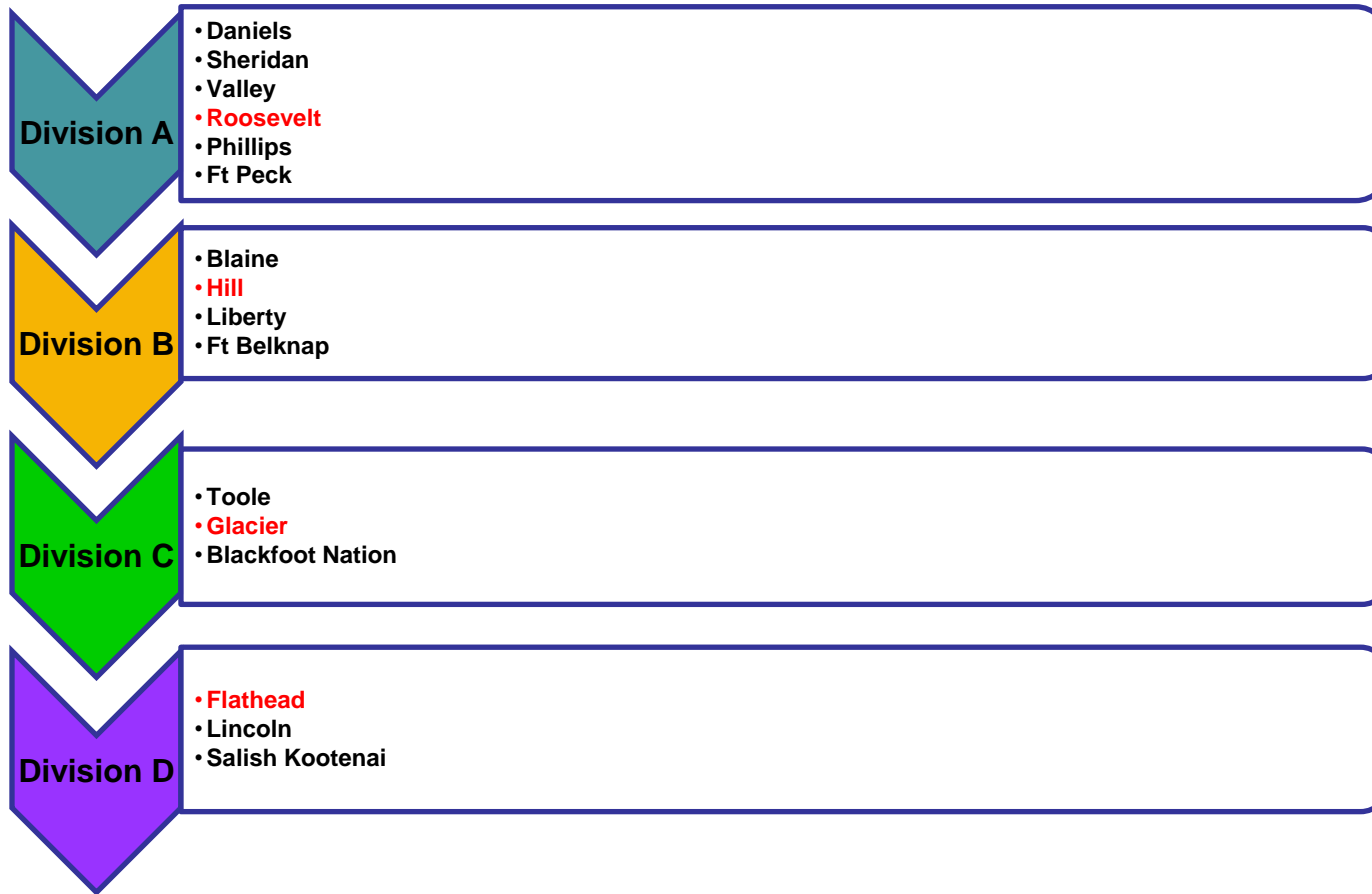
The overall objective for each jurisdiction/division is to improve functionality and interface of conventional and State Wide Communications systems used by first responders. This exercise will help to validate and identify areas for improvement within each jurisdictions SOPs and business practices.

Exercise Participants

- Responders: Includes departments, agencies, and any other sources that may provide responders to an incident such as fire, emergency medical services (EMS), or police.
- Emergency management: Includes organizations that are involved in the process of implementing the emergency operations plan which includes the EOC, incident response and 911 systems.
- Mutual aid: Includes contiguous jurisdictions, regional assets and or tribal, federal and state agencies.

Exercise Participants

Divisional Breakdown



Functional Exercise

- Functional-based exercise
- No-inspection, no-fault, learning environment
- Based on design objectives selected by each jurisdiction/division

Scope

- The scope of the exercise encompasses the entire Northern Tier. However the ability to use conventional and interface with the State-wide radio system is the objective.
- The Principal goal is the use of the available trunked system and the interoperability of conventional, trunking/microwave assets.

Purpose

- A. Mandatory for HSGP
- B. Goal: Capability to communicate
- C. Objectives to be developed are the focus of
 - 1. Ability to use system within jurisdictions and disciplines (talk groups)
 - 2. Ability to use system with mutual aid partners
 - 3. Ability to use system regionally (county to county)
 - 4. Ability to use system with state and federal partners on system

Target Capabilities

- Implementation of EOC relative to the EOP of the jurisdiction's
- Implementation of Communications objectives, established by the exercise
- Implementation of NIMS through incident management of the exercise.

Objectives

- To improve the ability to use conventional and interface with the State-wide radio system used by first responders in their counties/jurisdictions and to validate their SOPs and business practices
- Measure the success of the primary goal of IM to expand coverage with Homeland Security funding in jurisdictions.
- Measure the success of IM to achieve the ability of jurisdictions , tribal nations , State & Federal and public safety users to have access too and use of the Statewide communications system.

Exercise Scenario

The Scenario will be built around a series of connected events that will require activation of the EOC in each divisional location. The events will be natural disasters, man-made accidents and or civil disturbances.

The events will be connected and managed through a event timeline that will cover the 4 day (8-10 hrs per day) period allowing for evaluation and feedback in each division.

Hospital Participation

- Allows focus on first responder–hospital integration
- Will only occur in one or two divisional locations
- Hospitals may expand their own exercise off of event driven participation.

Observers and Media

- Observers
 - Intended to observe at the EOC level
 - No functional role
- Media
 - Invited to observe and record
 - Limit access and escort
 - PIO to develop information packet

Exercise Staff Organization

- Exercise director (Bill Fleiner)
- Lead exercise planner (Marty Angeli)
- Exercise controllers
 - Senior controller
- Exercise evaluators
 - Senior evaluator
- Exercise support staff/logistics
 - Logistics manager per division

Controller Functions

- Lead exercise planner
 - Gives final approval of exercise activities
 - Monitors exercise progress and coordinates any required modifications
- Senior controller
 - Coordinates control activities
- Individual controller
 - Introduces, maintains, and coordinates exercise events in accordance with the Master Scenario Events List (MSEL)
 - Observes and reports exercise artificialities that interfere with realism
 - In some cases evaluator and controller could be the same individual

Evaluator Functions

- Know the procedures for the element being evaluated.
- Understand the exercise concept and scenario.
- Cover each assigned organization and area.
- Inform controller of design-related problems.
- Observe, record, and report player actions.
- Collect all evaluation data, Exercise Evaluation Guides (EEGs), and materials after the exercise.
- Report issues to the lead evaluator.

Training

- Define Training needs
 - Tabletops
 - Equipment training
 - SOP development
 - Dispatch training
 - NIMS training

Exercise Identification

- Exercise director [Orange] hat
- Controllers [Red] badges
- Evaluators [Green] badges
- Support staff [Yellow] badges
- Players [Blue] badges
- Observers [Brown] badges
- Media [Purple] badges

Documentation

- Exercise Plan (ExPlan)
 - Provides administrative details of exercise
 - Does not give operational details or scenario information
 - Reviewed at the Midterm Planning Conference (MPC)
 - Distributed before exercise

Documentation (cont'd)

- Controller and Evaluator (C/E) Handbook
 - Contains all information critical to the exercise
 - Limited distribution
 - Contains evaluation materials
 - Reviewed at the Final Planning Conference (FPC)
 - Distributed at pre-exercise briefing

Debriefings

- Responder /EOC Hot Wash
- Controller/Evaluator Debriefing
- Hospital Debriefing

Support Requirements

- Briefing rooms
- Communications network and hardware
 - Wireless/hard-wire e-mail
 - FAX
 - Phone
- Participant needs
 - Water
 - Restrooms
- Real-world emergency requirements

After Action Report (AAR)/ Improvement Plan (IP)

- Purpose
 - Document controller and evaluator observations
 - Provide feedback
 - Pass on lessons learned
- Report contains:
 - Objectives
 - Recommendations
 - Observations
 - Innovations
- Distribution
 - IM
 - **Local communities**
 - **Consortium**
 - **MTDES**
 - **Federal reporting channels**

Today's Tasks

- Confirm conduct date and time.
- Confirm objectives.
 - Draft Division Objectives
- Confirm scenario.
- Identify possible venues.
- Identify and invite possible participating agencies and participants.
- Identify possible controllers and evaluators.
- Identify available equipment for player use.
- Draft a MSEL for review at [MPC/MSEL Conference].
- Draft Ex-Plan and C/E Handbook for review at MPC.
- Draft EEGs for review at FPC.

Future Planning Conferences

- IMPC: (finalize any unfinished business from the IPC)
17 Feb 2011
- MPC: 31 March 2011
- Continue planning process
 - First review of MSEs by division
 - Scenario development
 - Exercise support requirements
 - Site visit
- Review Ex-Plan

Closing

- **Travel claims submitted to Broadwater County**
- **Draft Minutes to be circulated on Monday the 24th**
- **Products to be posted on the HSEEP website/IM Website**
- **Notify Marty of training needs very soon!**
- **Be safe heading home.**